Terrorism and Security Awareness Orientation Part I
WBT and CBT Instructions

About this WBT/CBT Course

To receive completion credit for the course, you must:

1. Complete the Introduction and all 5 modules **including** the quiz at the end of each module
2. Complete the Summary module
3. Print a copy of your Completion Certificate and give it to your agency representative in order to receive a course certificate of completion.

Each module will take you between 10 and 25 minutes to complete. It is important to allow enough time to complete each lesson in its entirety. The progress bar will be displayed in the bottom center of each content screen to help you gauge your movement through the module.

Remember, you must complete the entire module to obtain completion status for that module. If you have to leave the module prior to completing it, you will need to start over from the beginning of that module.

Upon completion of a module you may exit the course and re-enter where you left off. The system will retain the information regarding the modules you have completed. This is true for both the WBT and CBT versions.

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About the WBT

1. **BROWSER:** YOU MUST ACCESS THIS COURSE VIA INTERNET EXPLORER BROWSER. DO NOT ATTEMPT TO TAKE THIS COURSE VIA NETSCAPE.
2. **System Requirements:** The course contains both flash and audio files so please make sure you have a media player installed on your PC and that your speakers are on and turned up.
3. **Security Settings**: Depending on your Agency's security settings there are some common troubleshooting steps you can take to ensure the user has a smooth learning experience.

Internet Explorer for Windows XP SP2 popup blocker: Preemptive approach -- explicitly allow the DHRM LMS to open popup windows:

1. Open Internet Explorer
2. On the menu bar click Tools -> Pop-up Blocker -> Pop-up Blocker Settings
3. Enter "https://covkc.virginia.gov " into the Address of Web site to allow text box.
4. Click Add. The domain will now be moved to the "Allowed" sites list.
5. Click Close. Now lessons launched from Commonwealth of Virginia's LMS will pop-up without being blocked.

OR:

After-blocked approach -- allow the LMS to open popup windows after Internet Explorer blocks one of its pop ups.

1. When clicking a launch lesson, IE will prevent the popup from automatically opening by showing a yellow alert bar that reads "Pop-up blocked. To see this pop-up or additional options click here...".
2. Click that yellow alert bar.
3. Click "Always allow pop ups from this site".
4. Click "Yes" to confirm. This will add https://covkc.virginia.gov to your list of sites allowed to automatically open pop ups.

LAUNCHING the COURSE:

1. **Users** will be prompted to complete a brief registration process in order to launch the course.
2. **Access**. Access to the WBT is via the Commonwealth of Virginia Knowledge Center. https://covkc.virginia.gov
3. **Register**. Users should choose the "**Register**" option and login to the Commonwealth of Virginia Knowledge Center.
4. **Home Page**: Once on the home page, users should select the **Announcements** link on the left side on the page.
5. **Announcements Link:** Users will find a course description and link to launch the course on the Announcements page.
6. **Temporary Re-direct**: Remember, prior to November 15, 2005, users will select the link listed on the Announcements page. The link is actually re-directing them to launch the course. **After** November 15, 2005, the re-direct link will be disabled and users will be able to launch from the Commonwealth of Virginia Knowledge Center.
7. **Completion:** Once ALL modules and quizzes have been successfully completed, please advise users to print a copy of the **Completion Report** for your records. If applicable, instruct them to provide a copy of the Completion Report to your Terrorism and Security Awareness Orientation training contact.
8. **Questions**: If you have questions regarding difficulties accessing this course, please contact covkcadmin@dhrm.virginia.gov .